

SACHIN AMLE

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PROFESSIONAL SUMMARY

An enthusiast buying professional, Specialist with excellent track records of an accomplishment. Having 15 years of rich experience in various roles and responsibilities. Majorly in buyer's associate role for buying/procurement functions in retail for Baby care, Kids wear Apparel (Fashion & Seasonal), Home ware & Furniture products. Clear understanding of buying & procurement functions along with PO, Vendors, Samples, Database management and excellent office automation, purchasing software skills.

CORE COMPETENCIES

- Merchandise analysis
- Stock Distribution/Allocation.
- Negotiations.
- Purchase Order management.
- Vendor Management.
- Sample management
- Customer Service

CAREER HISTORY

Buying Assistant, at Baby shop (Landmark Retail), Dubai UAE.

Baby Basics & Fashion Clothing (Nov.2012 – June 2020)

- Liaising with suppliers globally for RFQ's/ production/shipment/samples/orders.
- Stock/Sales analysis and generation of various reports to suffice buying plan requirements.
- PO management: High volume (2.5-3K options, 20-21M\$ seasonally) to support categories requirement. Update the database to ensure product range / information availability for retail operations.
- Monitor shipments highlight and resolve any concern with vendor and ensure timely deliveries.
- Sample management for review, range presentations, E-commerce and marketing events.
- Samples, lab dips, strike off evaluation, comments and approval with vendors.
- Assisting senior buyers in various ways new suppliers, product/brand source & establishment.
- Define basic portfolio gaps across categories and suggest merchandise recommendations.
- Inter department coordination (Logistic, planning, QC, designing on various correspondence)
- Regional/ local stores correspondence on allocation, launch, sales, feedback etc.
- Maintain the product portfolio/catalog and master data with merchandise history and samples.
- Monitor market trends, competitor strategies and update/implement wherever necessary.
- Launch plan creation of new items and specify to regional / local stores with execution guidelines.

Buying Coordinator for Home Centre, Dubai UAE.

Furniture & Home ware (October 2004 – May 2012)

- Assisting buyers in buying plan execution and update range plan for assigned category.
- Maintain the stock by timely planning & replenishment.
- Stock analysis/distribution/allocation.
- Vendor coordination on various correspondence.
- Assess quality of stock received and escalate discrepancies to vendors and management.
- Retail pricing for assigned category as per strategy and maintain targeted margin.
- PO & PI processing. Input & complete all product information required for retail operations.
- Maintaining procurement documents in a systematic and auditable fashion

**EDP Executive at Lifestyle International Pvt. Ltd. Mumbai, India
(Feb-2003 to Oct-2004)**

- Purchase order preparation & GRN report generation
- Stock Monitoring, Allocation & Transfers to various outlets based on real figures & Forecast movement patterns
- Regular data filtering & Analyzing and decide timely strategies to optimize given targets
- Communicate with corporate office and showrooms on regular basis on various Correspondence

**DTP Operator at Neel Kamal Communications: Advertising/Design Studio, Mumbai, India
(Sept-2001 to Feb-2003)**

- Visiting Cards layouts, Wedding/ Invitation Cards, Letterheads, Logo Designing
- Project Reports for engineering & other Medias with the utilization of PageMaker, CorelDraw, Photoshop, MS Word, Excel & PowerPoint.

Computer Skills,

- Application Software MS-Office (Word, Excel, PowerPoint)
- PLM, ORMS, HTML, Oracle, Google Analytics (Beginner)

Personal Strength

- Passionate to experiment new things
- Positive attitudes and risk taking
- Strong interpersonal, Written/Verbal communication skills
- Analytical & Negotiation skills
- Fast adaption of organization obedience and culture
- Easy approach towards personals regardless of given boundaries

Education

CPP-Certified Purchasing Professional: American Purchasing Society – Dubai, UAE,

- Majored in Procurement/Purchasing

Diploma: Elect. Technology Govt. College of Industrial Training - Mumbai, India

- Graduated with Distinction
- Majored in Electrical Technology

Personal Details

- Date of Birth 16th April
- Nationality Indian
- Marital Status Married
- References Available on request